

Small & Emerging Business Development Program

**Application Form for Certification as a
Small & Emerging Business Enterprise**



LOUISIANA ECONOMIC DEVELOPMENT

APPLICATION QUALIFICATIONS AND INSTRUCTIONS

Please answer all questions on the application as completely as possible. Attach an additional page if necessary to complete the application. If a particular question does not apply to your business operation, write Not Applicable (or NA) in the space provided. **THE APPLICATION MUST BE SIGNED, DATED AND NOTARIZED.**

QUALIFICATIONS

Small and Emerging Business Enterprise. Any business organized for profit and performing a commercially useful function that is **60 percent or more owned and controlled by one or more small and emerging business persons**, with its principal place of business in Louisiana. **The business net worth at the time of application may not exceed \$750,000.00.**

Small and Emerging Business Person. Any citizen, or legal resident, of the United States who has lived in Louisiana for at least a year, and whose ability to compete in a free enterprise system has been impaired due to diminished capital and credit opportunities when compared to others in the same or similar lines of business. **Owner(s) is required to spend a minimum of 35 hours per week in the business to qualify for certification in this program.** The individual net worth of at least 60 percent of the ownership may not exceed \$200,000.00, excluding personal residence and retirement assets (IRA, 401K, Pensions, etc.). **Use the worksheet below to calculate Personal Net Worth of owner(s).**

INSTRUCTIONS

Business Information. Please provide complete information on the business. Pay particular attention to the *Year Established, Type of Business Entity, Main Product or Service, Tax ID Number, and Number of Employees* (including owner(s)).

Ownership Information. Please provide complete information on the business owner(s), including *Name, Street Address, City ZIP Code, % Ownership, and % Voting Control*. Indicate the percent of ownership and percent of voting control held by each business owner.

PERSONAL NET WORTH WORKSHEET (MUST COMPLETE)

ASSETS	LIABILITIES/NET WORTH
Cash on hand & in Banks. . . . \$ _____	Notes Payable (Banks & Others). . \$ _____
Savings Accounts. \$ _____	Installment Account (Auto). . . . \$ _____
Stocks & Bonds. \$ _____	Credit Cards. \$ _____
Real Estate (other than personal residence). \$ _____	Real Estate Mortgages (other than personal residence). \$ _____
Automobile-Present Value. . . \$ _____	Total Liabilities. \$ _____
Other Assets. \$ _____	Net Worth (Total Assets minus Total Liabilities). \$ _____
Total \$ _____	Transfer the Net Worth result to Application Form.

For more information, contact:
Small and Emerging Business Development Program
Louisiana Economic Development
Post Office Box 94185
Baton Rouge, Louisiana 70804-9185
Telephone: (225) 342-4320

Small & Emerging Business Development Program

APPLICATION FORM FOR CERTIFICATION AS A SMALL & EMERGING BUSINESS ENTERPRISE

BUSINESS INFORMATION							
Name of Business						Year Established	
Contact Person				Title			
Business Street Address							
City			State	ZIP Code		Parish	
Business Mailing Address (if different from above)				City		State	ZIP Code
Telephone Number		Fax Number		E-Mail Address			
Main Product or Service			Tax ID or Social Security #			Number of Employees (Including Owners)	
Total Business Assets \$		Business Net Worth \$		Annual Revenue \$		Net Profit (Loss) \$	
Business Structure (v): <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> L.L.C. <input type="checkbox"/> Corporation <input type="checkbox"/> S-Corporation							

OWNERSHIP INFORMATION			
Name	% Ownership	% Voting	Personal Net Worth*
Address			
Name	% Ownership	% Voting	Personal Net Worth*
Address			

*Personal Net Worth – Excluding personal residence and value of the business (See Instruction Page).

The following information is collected for statistical purposes only. YOU ARE NOT LEGALLY OBLIGATED to provide this information.

Majority Ownership Held By (Racial/Ethnic Group): <input type="checkbox"/> American Indian / Alaskan Native <input type="checkbox"/> African-American <input type="checkbox"/> Asian / Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Caucasian
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ELIGIBILITY REQUIREMENTS (Check Correct Response)		
Small and Emerging Business Person	YES	NO
1. Are you a citizen of the United States of America?		
2. Have you lived in the State of Louisiana for at least one (1) year?		
3. Is the personal adjusted net worth of each owner less than \$200,000? (See Instruction Page)		

Small and Emerging Business Person	YES	NO
1. Is 60% of this firm owned and controlled by one or more Small and Emerging Business Person? (See Instruction Page)		
2. Is this firm's principal place of business in the State of Louisiana?		
3. Is this firm organized for profit and has it met all legal requirements to operate in the State of Louisiana?		
4. Is the firm's net worth currently less than \$750,000? (See Instruction Page)		
5. Does the ownership of this firm devote 35 hours or more a week to the operation and management of this company?		

AFFIDAVIT STATE OF LOUISIANA	
<p align="center">PARISH OF _____</p> <p>The undersigned swears that he/she is the duly authorized representative of the business entity identified herein and that the foregoing statements, including statements and data provided herein, are correct, true, and include all material information necessary to identify and explain the operations of the company identified as _____, as well as to attest to its ownership as a Small and Emerging Business.</p> <p>The undersigned certifies that the parties concerned have read and meet the eligibility requirements necessary for certification with Louisiana Economic Development and the Small and Emerging Business Development Program. Further, the undersigned understands that false statements, omissions, or material misrepresentations will be grounds for denial of certification, decertification, and/or termination of participation in the Small and Emerging Business Development Program. The undersigned further agrees to provide Louisiana Economic Development and the Small and Emerging Business Development Program any additional information including, but not limited to, updated business and owner personal financial statements and any other financial information annually, as well as any license renewals or changes in any information, which is deemed by Louisiana Economic Development to be necessary to make an accurate assessment of undersigned's eligibility as a Small and Emerging Business Person and Enterprise, and additionally authorizes Louisiana Economic Development to obtain information directly from other state agencies pursuant to LA R.S. 51:936(C). If there should be any change in ownership or control of this firm, or in any other information submitted, the undersigned agrees to notify Louisiana Economic Development and the Small and Emerging Business Development Program immediately.</p> <p>Louisiana Economic Development agrees that any financial or proprietary business information submitted pursuant to this Application which are in their nature and designated as confidential and submitted for purposes of allowing Louisiana Economic Development to investigate or to examine the business of such private firm in connection with the statutory duties of Louisiana Economic Development, shall be considered to be and maintained as confidential and proprietary information within the meaning of LA.R.S. 44:4(3); and Louisiana Economic Development shall use all reasonable means to maintain such confidentiality, and shall not disclose such information to any third party except as permitted in this Application or as required by law.</p>	
<p>_____ Signature</p>	<p>_____ Date</p>
<p>_____ Name (Printed or Typed)</p>	<p>_____ Title</p>
<p>SWORN TO AND SUBSCRIBED before me, Notary, this _____ day of _____, 20_____.</p>	
<p align="center">_____ NOTARY PUBLIC Small and Emerging Business</p>	